



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Affirmative Action/Equal Opportunity Employer"

MAIN STREET DIRECTOR

1263

04/10/14

Directs the downtown revitalization project. Serves as the City of Seguin Historic Preservation Officer. Oversees advisory boards, volunteers, and program assistant. Works with other city departments to market downtown to developers and prospective business and property owners. Oversees incentive program including façade grants, tax abatements, and low interest loan program. Helps identify annual goals and work plan for downtown including capital improvements requests. Identifies and seeks funding through grants and donations. Works in partnership with community groups including chambers of commerce, business associations, civic organizations and clubs.

Requires a bachelor's degree in Public Administration, Business Administration, Marketing, Public Relations/Communications, or related field plus three years of professional experience in marketing, economic development, Main Street Program, historical planning, and/or public relations.

Must have excellent oral and written communications skills as well as strong organizational skills; be proficient with Microsoft Office software applications specifically Excel, Word, Publisher, and Powerpoint. Must be available for night and weekend events and meetings, some of which may involve overnight travel. Requires a Texas driver's license with good driving record and successful completion of a pre-employment drug screen. Salary is negotiable depending on qualifications. Applications are accepted at City of Seguin, Human Resource Department, 205 N. River, Seguin, Texas 78155. Position open until filled. www.seguintexas.gov EOE